

*GRANT ELEMENTARY SCHOOL
PARENT/STUDENT
HANDBOOK*

2014-2015

*Grant Elementary School
254 Outlook Drive SW
Cedar Rapids, IA 52404
558-2020*

GRANT ELEMENTARY SCHOOL

Grant School has a tradition of excellence in academics and extra-curricular activities. Grant is staffed by caring, dedicated, well-trained individuals who are committed to ensuring the academic, social and emotional success of every student. It is our belief that children who learn and develop in a climate of acceptance will grow to be accepting adults. We also believe that everyone in our community must take an active part in the education of our children. Parental involvement and assistance is vital to ensure student success. We invite you to become a partner in your children's educational journey. This booklet is designed to answer questions about Grant and to provide information regarding your role as a student or parent at Grant. Parents are encouraged to call the school to express concerns or ask questions.

Telephone number: 319-558-2020

Office hours: 8-4

Open door hours: All doors will remain locked for security reasons. Students are to use the front door (Outlook Drive Entrance – right side of doors) to enter after 9:00. All students will need to come through the main office and receive a pass to class after 9:00 am. Parents are to use the front door for security reasons and access into the building.

School Hours

Students are not allowed in the building without adult supervision before 8:30 a.m.

8:30 a.m. – Breakfast begins

8:50 a.m. – Students may go to their lockers and classrooms

9:00 a.m. – Start of school day for all students

3:45 p.m. – End of school day for all students



ATTENDANCE / TARDY

School is preparation for life. It is important that habits of regular attendance be developed. A student's contribution and achievement in class are directly related to attendance. Students and parents must understand that a fundamental portion of the student's education is missed when they are absent from class. Activities that take place in the classroom are a vital part of the teaching-learning process and cannot be duplicated. Teachers are encouraged to communicate with students and parents regarding the effect of attendance upon the students' achievement and success in their class and in their lives as adults. Absence from class must be for serious reasons.

ABSENCES

Parent(s) are expected to notify the school by 9:00 am regarding a student's absence on the day of the absence. Our attendance line phone number is 558-2079. You can also leave a message outside normal school hours. We need name, date(s), and specific reasons why the student will be/was gone. On occasion we may require verification of absence from a doctor, dentist, or other professional as deemed necessary by the principal.

BICYCLES, SCOOTERS, SKATEBOARDS, AND ROLLERBLADES

For the safety of pedestrians and riders, bicycles, scooters, skateboards, and rollerblades ridden to school are to be walked on school property. Students should be sure to lock their bikes to the bike rack. Skateboarding and rollerblading on school property is prohibited.



CELL PHONES AND ELECTRONIC DEVICES

PLEASE NOTE THAT GRANT DOES NOT HAVE LOCKS ON LOCKERS, SO THERE IS NO WAY TO ASSURE SAFETY OF THESE ITEMS ONCE IN A LOCKER. Best advice is to not send these things to school. Students may use cell phones and electronic devices before and after school. Phones/electronic devices must be off during the rest of the day and stored in lockers. This is to protect instructional time. We are aware that cell phones are a wonderful tool that allows for family communication; however, to protect the learning environment, it is critical that we restrict their use during the school day.

All classrooms are equipped with phones and may be used by students only with permission from staff. Permission will be given to students to make phone calls for class assignments or emergencies. Students should make their after school plans with their parents prior to leaving for school. Use of the office phone by students at dismissal will not be allowed due to high demand for phone use at dismissal.



CHANGE OF ADDRESS, PHONE NUMBER, OR E-MAIL

Please inform the school office if there is a change in the parent's/guardian's or child's name, address, or phone number during the school year. The Cedar Rapids Community School district is trying to go more "green" with communication to parents. An updated e-mail should be on file with the school at all times. Please let us know if any of these numbers change during the school year. The school office also should be notified if parents or guardians will be out of town for an extended period of time and the student will be under the supervision of an adult other than the parent or guardian.



DISMISSAL

Student safety is our first priority. At the end of the day, students will be dismissed at different times, depending on how they are getting home.

Bus students will be dismissed from classrooms and loaded busses at 3:30.

Students that are walking, meeting a parent in a designated location or biking will be dismissed at 3:35.

Students that are being picked up by a car will be dismissed with teachers at 3:45 and will load cars upon when their ride arrives in our designated area in front of the school. We will get students to your car as quickly as we can. Please be patient as you enter and exit our loading area.

Please let your child's teacher or the office know if there is someone new picking up your child or if the dismissal plan for your child has changed.

Dismissal time for all students is as follows:

Bus students will load at 3:30

All other students 3:45

On Early Dismissal days the dismissal time is 1:30 with lunch being served. Students are to leave the school grounds immediately after school. They should not return to school grounds until they have permission from their parent or guardian.

EMERGENCY FORMS

At the beginning of each school year, parents must file an emergency form in the electronic program Power School, providing the telephone numbers of emergency contacts in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

EMERGENCY SCHOOL CLOSING AND EARLY DISMISSAL

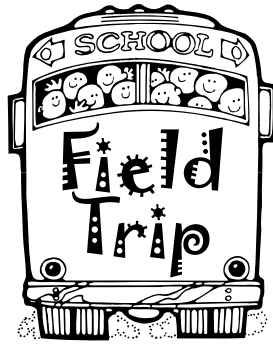
Schools will be open and will remain open until the end of the regular school day whenever possible. However, in case of severe weather or other emergencies, the decision may be made to close schools for the day, delay buses, or dismiss early. An announcement will be made by the radio and television and this announcement will be broadcast frequently. Remember that these announcements pertain to one day only. If there is no announcement, school will be operating as usual. Announcements will also be sent to phones and e-mails of any changes in the school day due to weather or other emergencies. These will be sent to the parents' phone or e-mail that is known by the school.

EMERGENCY CARE AND MEDICATION

Every effort is made by school personnel to prevent accidents. However, if an accident occurs, or if the child becomes ill, school personnel will give emergency care or first aid as necessary. It is important that parents or legal guardians furnish and update information such as work telephone numbers, doctors' names, etc., which can be used in case of an emergency.

FIELD TRIPS

Field trips are planned at each grade level to supplement and enhance the curriculum. At the beginning of the school year, you will be asked to fill out a permission form on Power School that will allow your child to go on all school sponsored field trips. Parents/guardians will be notified in advance of all off-campus trips that students will be taking. In certain classes field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district.



FIRE, TORNADO, LOCK DOWN DRILL

Periodically, the school holds emergency fire, tornado, bomb threat, and other drills. State law requires fire and tornado drills. School districts must have two fire and two tornado drills before December 31, and two fire and two tornado drills after January 1, for a total of eight each school year. At the beginning of each term, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and

orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, etc., in addition to being disciplined under the school district's policies, rules, and regulations, may be reported to law enforcement officials.

FOOD SERVICE/FEES

Breakfast and lunch are available for all students. Government funding provides for free or reduced-rate meals for qualified students. Listed below are the current daily lunch prices.

	ADULT	ELEMENTARY	
Breakfast	\$1.85	\$ 1.50	(Reduced .30)
Lunch	\$3.30	\$ 2.40	(Reduced .40)
Milk	\$0.50	\$ 0.50	

INDOOR RECESS EXPECTATIONS FOR ELEMENTARY STUDENTS

We will have indoor recess if these conditions are present: temperature and/or wind-chill is below 10 degrees, it is raining, or safety issues. Staff will be notified of indoor recess by an all call announcement from the office. If it is an indoor recess day the following will happen:

- Before or after lunch, depending on recess schedule, students will report directly to their homeroom.
 - The gym is not available for students during this time.
 - Students must remain in their own homeroom during this time.
 - Students must still ask the supervisor if they need to go anywhere else in the building. Students will use indoor voices.
 - Supervisors will float from room to room during their duty time.
 - Students will put away any items used during recess.
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LIBRARY

Our library has a collection of thousands of books and magazines that may be checked out by students and staff. There are additional materials that may be used by teachers for instructional support. Individuals, small groups, and classes may use the library for book selection, research and other activities. Materials may be checked out for two weeks and may be renewed if there is not a waiting list for that book. There are no fines for overdue books, but students are expected to return books on time and in good condition. Overdue notices are sent out weekly to help students remember to renew or turn in books before they become lost. A fee will be charged for damage to books, and lost books must be paid for so that they can be replaced.



MONEY AND VALUABLES

No money will be collected for any purpose without the approval of the principal. Students are discouraged from bringing money to school except for authorized or school-sponsored activities such as school lunch, book orders, etc. In all cases, when money is sent to school, it should be enclosed in an envelope with the following information given:

Child's name and room number 2. Amount of money enclosed 3. Purpose for which it is being sent

Envelopes are provided for students who need to deposit money in their cafeteria accounts. School staff members will not be responsible for students' lost money or other valuables brought to school. Students are not to bring toys, hand-held electronic games, etc. to school unless they receive permission from the classroom teacher. Teachers may send such items to the office for students to pick up after school. Students are provided lockers to store coats, boots, book bags, and other belongings.

PTA

The Grant PTA is an organization made up of parents and teachers. The active participation of parents and teachers in PTA can do much to assure the best educational opportunities for the children of our community. All parents and teachers are cordially invited to join and participate. Think you're too busy to be of help to the PTA? It has been said that if you want something done, go to a person who is always busy. PTA programs are a mix of information, various money-raising activities, numerous service projects and recreation.

STUDENT ACCIDENT INSURANCE

The district will no longer be offering student accident insurance.

SCHOOL SUPPLIES AND FEES

Parents/guardians are responsible for supplies such as notebooks, paper, pencils, eraser, etc. A list of required supplies for the different grade levels is sent to the parents and area stores. Supply lists are also available on the Grant Elementary web site. School supplies do NOT need to be new. Good used supplies will work just fine! Parents/guardians are asked to check with their children periodically to see if supplies need to be replenished.

School Fees: In the event your check is returned it will be represented electronically along with the state fee.



STUDENT SERVICES AND SUPPORT STAFF

In addition to classroom teachers, Grant Elementary has several individuals who are available to help you and your child. We have a principal, facilitator, elementary guidance counselor, nurse, school psychologist, speech pathologist, occupational and physical therapist, special education teachers, and school social worker. All of these people are employed to assist you, your child and your child's classroom teacher. Your child's classroom teacher may contact any of these professionals if concerns arise about your child's educational progress, or they may observe your child in the classroom or visit with him/her as the need arises. On occasion, these professionals may participate in discussions about your child and provide recommendations to improve his/her success in school. If you have concerns about your child, we encourage you to contact these specialists as well as the teacher.

VISITORS

Parents and other adults are welcome to visit our classrooms on most days. It is helpful to call the teacher prior to visiting, as classroom schedules vary. All visitors are required to stop in at the main office prior to a visit in the building.

All middle school students from Wilson are not allowed on the property until 3:30. Any middle school student who is on the grounds prior to 3:30 or 1:20 on early dismissal days will be asked to leave the area. Parents will be called or further action will be taken if a middle school student continues to not follow this procedure.

VOLUNTEER PROGRAM

Volunteers provide many needed hours of assistance each month. Areas in which volunteers assist are clerical work, listening and helping students with reading and math, checking papers, assisting in the computer lab, supervising students on field trips, working in the IMC and preparing and constructing bulletin boards. Parents interested in volunteering at Grant should contact our Volunteer coordinator at 558-2768.

PROGRAM FOR ACADEMIC AND CREATIVE TALENT (PACT)

The elementary school PACT department provides advanced learning experiences for high ability students. PACT Resource Specialists serve the schools on a rotating schedule, offering students the opportunity to participate in challenging activities in such areas as science, humanities, mathematics, and language arts. ACE, Prime Time and PACT are the three programs offered in our elementary buildings.

ACE (KINDERGARTEN & 1st GRADES)

ACE (Academic Challenge Experiences) is a kindergarten and first grade program. The ACE program manager will visit all kindergarten and first grade classrooms five times throughout the school year. Lessons will focus on and develop the student's ability to think creatively, critically, logically and to problem solve. Data collected will be used by the classroom teacher and PACT department to aid in determining the need for extensions and future programming.

PRIME TIME (2nd & 3rd GRADES)

Prime Time is a demanding academic program that serves second and third grade students. Students selected for Prime Time have demonstrated potential in a specific intellectual area. All students in 2nd and 3rd grades are screened in September and January. Students are selected for this program based on the results of the screening activity, district assessments and teacher observations. Those students selected will meet with the PACT Resource Specialist weekly.

PACT (4th & 5th GRADES)

PACT provides challenging curriculum experiences for high ability students in fourth and fifth grade. Multiple criteria will be used to select students for PACT classes. Criteria include: PACT unit screening scores, achievement tests, ability tests and teacher observations. Students selected will meet with the PACT Resource Specialist weekly.



DISTRICT WELLNESS GOALS

- ♥ Implement elementary health education curriculum, including nutrition.
 - ♥ Discontinue using unhealthy foods for fundraisers.
 - ♥ Ensure all snacks meet District Nutritional Guidelines for foods and beverages for schools, including vending, a la carte, snack lines, school stores, celebrations and fundraisers.
 - ✓♥ Discontinue using food/food coupons as rewards or incentives.
 - ✓♥ Require that students are physically active during the majority of time in physical education class.
 - ✓♥ Ensure physical activity is not used for or withheld as a punishment.
 - ✓♥ Celebrate birthdays and other events involving food once a month only.
- ✓ Schools will be implementing during 2014-15 school year.

WELLNESS POLICY

Policy 610

The Cedar Rapids Community School District supports a healthy environment in which students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health, academic achievement and quality of life of students. The District:

- **Will provide nutrition education and engage in nutrition promotion.**
- **Will develop a wellness approach to physical activities that meet applicable federal and state guidelines.**
- **Promotes activities and policies that support staff members' efforts to maintain a healthy lifestyle.**
- **Supports parents' efforts to provide a healthy diet and daily physical activity for their children.**
- **Will base menus on Dietary Guidelines for Americans, National School Lunch and Breakfast meal pattern requirements, and the Recommended Dietary Allowances.**
- **Recommends that foods and beverages offered on campus and for school activities meet applicable federal and state guidelines.**

The "Wellness Policy Committee" will plan for, monitor, and evaluate the implementation of wellness initiatives as guided by the Board Policy and Procedures and inform and update the public about the content and implementation of the policy.

GRANT STAFF 2014-2015

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Wertz DavidStudent Support Liaison ..DWertz@cr.k12.ia.us
Byard SandraNurseSByard@cr.k12.ia.us
Anderson Denise.....Health SecretaryDnAnderson@cr.k12.ia.us
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Grundmeyer AmyMedia Specialist ... AGrundmeyer@cr.k12.ia.us
Hataway LeeAnnMedia Secretary.....LHataway@cr.k12.ia.us
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Buckley Nancy.....Teacher.....NBuckley@cr.k12.ia.us
Carey CeciliaTeacher.....CCarey@cr.k12.ia.us
Casey TaraTeacher.....TCasey@cr.k12.ia.us
Christiansen Katie.....Reading CoachKChristiansen@cr.k12.ia.us
Donna Claflin.....Speech.....DClaflin@cr.k12.ia.us
Ellis DennisTeacher.....DEllis@cr.k12.ia.us
Entringer KimberlyFive Seasons Daycare .KEntringer@cr.k12.ia.us
Harmer Adam.....Physical Education.....AHarmer@cr.k12.ia.us
Hawkins Kim.....Teacher.....khawkins@cr.k12.ia.us
Kasperek AllisonTeacher.....AKasperek@cr.k12.ia.us
Liske PeggyTeacher.....PLiske@cr.k12.ia.us
McGraw Diane.....Teacher.....DMcGraw@cr.k12.ia.us
Pfeiffer Jeannie (Kemmer)TeacherJPfeiffer@cr.k12.ia.us
Ranard EveTeacher.....ERanard@cr.k12.ia.us

Reedich Renee.....ArtRReedich@cr.k12.ia.us
Renner AmyTeacher.....ARenner@cr.k12.ia.us
Rhame Barb.....PACTBRhame@cr.k12.ia.us
Rilett JanTeacher.....JRilett@cr.k12.ia.us
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Shaul-Sheer Susan.....Teacher.....SShhaull-s@cr.k12.ia.us
Sherard LisaTeacher.....LSherard@cr.k12.ia.us
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Deb BramowParaeducator
TBA.....Paraeducator
Julie McGrawFood Service Manager
Val BauckFood Service Cashier
Glenda Geske.....Food Service Assistant
Teresa MurrayFood Service Baker
Zach Martin.....Engineer
Dawn ZerbaCustodian
Dave SavinoKids On CourseDSavino@cr.k12.ia.us

DISTRICT REQUIRED ANNUAL NOTIFICATIONS 2014-15 SCHOOL YEAR

Non-Discrimination Policy

It is the policy of the Cedar Rapids Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (employment only), marital status, sexual orientation, gender identity, and socioeconomic status (students/program only) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. District employees with questions or a grievance related to this policy should contact Jill Cirivello, Director of Human Resources, 319-558-2421; jcirivello@cr.k12.ia.us. Students and others should contact Ken Morris, Manager of Student Equity, 319-558-1504; kmorris@cr.k12.ia.us. The District mailing address is 2500 Edgewood Rd NW, Cedar Rapids, IA 52405-1015.

Equal Educational Opportunities for Students

(CRCSO Policy 601)

It is the goal of the Board of Education to enhance social, emotional, behavioral, intellectual, and physical well-being of the students enrolled in the district. Students will have the opportunity to use the school and the school's educational program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, shall be directed to the student's principal or to the Affirmative Action Coordinator for Students/Director of Student Equity by writing to the Affirmative Action Coordinator for Students/Director of Student Equity, Cedar Rapids Community School District, 907 15th Street SW, Cedar Rapids, Iowa, 52404, or by telephoning 319-558-2249.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO. 64114, (816) 268-0550 or Iowa Department of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the District's central administrative office and the administrative office in each attendance center and on the District website: www.cr.k12.ia.us.

Public Notice: Section 504 Of The Rehabilitation Act Of 1973/Americans With Disabilities Act

Section 504 and ADA is an Act which prohibits discrimination against persons with a disability by any institution receiving federal financial assistance. These Acts define a person with a disability as anyone whom:

has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working, etc.);

has a record of such impairment; or
is regarded as having such an impairment.

In order to fulfill obligations under Section 504, the Cedar Rapids Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and/or practices of the school system.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

A parent may request a form to initiate a referral for any student by contacting the principal or Section 504 Coordinator (typically the school counselor) of any school.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

If there are any questions, please feel free to contact the Cedar Rapids Community School District Section 504 Compliance Officer (319-558-2259).

Handbook Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities" means all school activities students are involved in whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

Jurisdictional and Behavioral Expectations Statement

(CRCSO Policy 604)

The Board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees, and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Inappropriate student conduct may cause material and substantial disruption to the school environment, interfere with the rights of others, or present a threat to the health and safety of students, employees, and visitors on school premises.

The school handbook is an extension of Board policy and is a reflection of the goals and objectives of the Board. The student handbook and District policies, rules and regulations are in effect while students are on school grounds, District property or on property within the jurisdiction of the District; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the District or involves students or staff. District policies, rules and regulations are in effect 12 months a year.

Students shall comply with and abide by the District's policies, regulations, procedures

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and student handbook. Students who fail to abide by the District's policies, regulations, procedures and student handbook will be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the District or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to: removal from the classroom, detention, suspension, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record. A violation of a District policy, regulation, procedure or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

The District reserves and retains the right to modify, eliminate or establish District policies, regulations, procedures and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know and comply with the contents of the handbook. Students or parents with questions or concerns may contact the school's main office for information about the enforcement of the policies, regulations, procedures or student handbook of the school.

Student Attendance

(Code of Iowa Chapter 299A, 299.2, 299.1 and 299.1A)
(CRCS D Regulation 602.2)

All children who have reached the age of six and are under sixteen years of age by September 15 are of compulsory attendance age. A child enrolled in the District who reaches the age of 16 on or after September 15 remains of compulsory age until the end of the regular school calendar. The parent, guardian, or legal/actual custodian of a child who is of compulsory attendance age shall cause the child to attend the public school, an accredited nonpublic school, or receive competent private instruction in accordance with provisions of Iowa Code Chapter 299A during the school year.

STUDENT ATTENDANCE

(CRCS D Policy 602)

Since punctuality and regular attendance are necessary for students to derive optimum benefit from school, students should be required to conform to District and school rules and procedures regarding attendance. These rules and procedures should be as consistent as practicable among and within grade levels throughout the District, and should be administered in such a manner as to serve the best interests of children and to comply with the Code of Iowa.

Student Absences

(Code of Iowa: 279.11)
(CRCS D Procedure 602a)

It is the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The administrator may request evidence or written verification of the student's reason for absence. Student

absences approved by the administrator are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. Excused absences include, but are not limited to, illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day, and school-sponsored or approved activities.

It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed. Students whose absences are approved will make up the work missed and receive full credit for the missed school work. Students, whose absences are not approved, will make up the work at the discretion of the administrator.

Students who wish to participate in school-sponsored activities must attend school at least one-half day on the day of the activity unless permission has been given by the administrator for the student to be absent.

Responding to Excessive Absenteeism

(CRCS D Procedure 602b)

The appropriate school staff should make an effort to resolve attendance problems through the following procedures:

- Establish contact with parents or guardians;
- Utilize available support staff for the initial investigation;
- Maintain written documentation of absences;
- Involve the school nurse when illness is used as a reason for excessive absenteeism; and
- Consult with other agencies that may be involved with the family.

After a student has accrued (11) eleven days of absences, for reasons other than a health condition verified by a school nurse and the building level administration has exhausted every means available (phone calls, letters, home visits, etc.) to the school to assure that the student is in regular attendance, the following should occur:

The school administrator will inform the parent/guardian in writing that due to the lack of improvement in the attendance of their child, the school will be referring the student and the parent/guardian to the District truant officer for further action.

A copy of the letter sent to the parent/guardian will then be forwarded to the appropriate District truant officer.

The District truant officer will request a hearing with the parent to mediate a plan of action to correct the attendance problem. The written communication will specify a definite time period for the hearing dates.

If the parent/guardian does not respond, and/or the above plan of action fails to produce results and a student has been absent 11 days in a single trimester, a registered letter will be forwarded to the County Attorney or the school attendance task force and the parent/guardian for further action. A copy will be placed in the student's file.

The County Attorney's Office and/or school attendance task force will make the final decision in regard to prosecution or course of action to get and keep the student in school.

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Truancy

(Code of Iowa: 299.1, 299.2, 299.8)
(CRCS D Procedure 602c)

A truant child is one of compulsory attendance age (6-16) who:

- fails to attend school anywhere;
- fails to attend competent private instruction for 148 days per year;
- fails to attend a minimum of 74 days per semester; or
- fails to attend a minimum of 49 days per trimester.

Similarly, if a student turns sixteen prior to September 15, he or she is no longer of compulsory attendance age and may seek alternative forms of education without risk to his or her parent. If a student turns sixteen on or after September 15, he or she is compelled to attend during that school year.

Maintenance of Orderly Conduct

(CRCS D Regulation 604.1)

Conduct which materially or substantially interferes with the educational process is prohibited. Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Students shall obey the lawful instructions of school personnel. All persons must, upon request, identify themselves to school staff members in the school buildings, on school grounds, or at school-sponsored events.

Conduct On School District Premises

(CRCS D Policy 1007)

The Board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and civility. Individuals violating this policy will be subject to discipline or other appropriate sanctions.

Individuals are permitted to attend District sponsored or approved activities or visit District premises only as guests of the District, and, as a condition, they must comply with the District's policies, regulations, and procedures. Individuals will not be allowed to interfere with or disrupt the educational program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive, but embarrassing to the students, the District, and the entire community.

To protect the rights of students to participate in the educational program or activities without fear of interference or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

- Abusive conduct of individuals, either verbal or physical, directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated on school premises or at school approved activities.
- Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated on school premises or at school

approved activities.

- The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity or at other individuals will not be tolerated on school premises or at school approved activities.
- Prohibited behaviors include any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Examples of prohibited behavior include, but are not limited to, use of profanity, personally insulting remarks, attacks on a person's ethnicity, race, gender, nationality, religion, age, sexual orientation or behavior that is out of control. Such interactions could occur in telephone conversations, voice mail messages, face-to-face conversations, written letters, electronic messages, and/or various social media websites.
- The Board of Education believes firearms and other weapons on District property or at school-sponsored activities cause material and substantial disruption to the school environment and present a threat to the health and safety of students, employees, and visitors. Therefore, the Board prohibits firearms and other weapons on District property or at school sponsored activities. Any object which could be used to injure or threaten another person and which has no school-related purpose may be considered a weapon. This includes specifically, but is not limited to, firearms of all types, knives of all types, fireworks, metal pipes, metal knuckles, and explosives. The term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary, or poison gas. An object that serves as a facsimile of a weapon may be considered a weapon in the enforcement of this policy. An object that has a school-related purpose but is used to threaten or inflict injury may also be considered a weapon. Weapons shall be confiscated from persons who bring them onto District property or to school-sponsored activities.

If an individual demonstrates prohibitive behavior on District premises, the individual may be removed by the appropriate District and/or School Administrator. Law enforcement may be contacted for assistance.

Individuals removed from school premises may follow the Board's complaint procedures should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in the policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The District may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

DISTRICT REQUIRED ANNUAL NOTIFICATIONS 2014-15 SCHOOL YEAR

Anti-Bullying/Harassment (CRCSD Regulation 612)

Harassment and bullying of students and employees are against federal, state, and local policy and are not tolerated by the Cedar Rapids Community School District. The District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment and to deal with incidents of bullying and harassment are in place. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school District.

The District prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following: actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's, race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age, or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the District; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if bullying, hazing, or any other victimization of students directly affects the good order, efficient management, and welfare of the school or school District.

If, after an investigation, a student is found to be in violation of this policy, the student may be disciplined by appropriate measures, which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. A "volunteer" is an individual who has regular, significant contact with students.

Abuse and Harassment of Students by District Employees (CRCSD Regulation 604.2)

Harassment of students by school officials, faculty, staff or volunteers who have direct contact with students is also prohibited. Bullying and harassment of students by adults may including the following behaviors: requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; inappropriate remarks to students; unwelcome touching; implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, appreciable discomfort, fear, or suffering to the victim; suggesting or demanding sexual involvement; or obscene, lewd or sexual gestures or comments.

A student (or adult on student's behalf) who believes he/she has suffered harassment should report such matters to certified staff/administrators and/or the District's equity

coordinator. The complaint process is outlined in CRCSD Procedures 601a and 601b. Complaints alleging acts of intentional physical or sexual abuse by school employees, including inappropriate sexual behavior toward students, should be reported to the Level I Investigator as outlined in CRCSD Procedure 506.6a. Each building principal has been designated as a Level 1 Investigator.

Sexual Offender Registry

Iowa law requires sexual offenders to be registered with the State. Parents/guardians seeking information about sex offenders residing in the community are directed to the state Web site at www.iowasexoffender.com.

Search and Seizure (Code of Iowa: Chapter 808a.10) (CRCSD Regulation 603.2)

The only staff members with authority to conduct searches and/or seize items are employees who are certified administrators, unless there is an emergency. In emergencies, such as situations in which the health or safety of a student or employee is compromised, another school official may conduct a search and/or seize items.

Lockers/Desks. (1) Lockers and desks remain at all times the property of the school district. (2) The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. (3) Contraband discovered during the maintenance search shall be confiscated by the administration and the student may be disciplined. (4) The contents of a student's locker or desk (e.g., coat, backpack, purse, cell phone or other electronic device, etc.) may be searched when an administrator has reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. (5) Contraband Searches of Lockers – Items of contraband generally cause a substantial disruption of the school environment or present a threat to the health and safety of the students and staff. Items of contraband include, but are not limited to, non-prescription medications; controlled substances such as marijuana, cocaine, amphetamines, and barbiturates; apparatus used for the administration of controlled substances; tobacco; alcoholic beverages; weapons; explosives; poisons; and stolen property. Items of contraband are not to be placed in lockers. In order to protect and promote the educational environment, an administrator having a reasonable and articulable suspicion that the locker contains illegal or contraband items may conduct a search of that locker.

Personal Searches. A student's person and/or personal effects (e.g., purse, book bag, cell phone or other electronic device, etc., or other container used for carrying personal items) may be searched when the administrator has reasonable and articulable suspicion that the student is in possession of illegal or contraband items, or items which are not permitted in the schools. Personally intrusive searches shall require more compelling circumstances to be considered reasonable. When feasible, the administrator shall attempt to notify the parent/guardian of the impending search.

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Searches by Law Enforcement Officers. The search of a student or of protected student areas by a law enforcement officer or by an administrator at the invitation or direction of such an officer shall be governed by statutory and common law requirements for police searches (including searches by dogs.)

Illegal Items Found in School or in Students' Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials. Students bringing firearms to school or possessing firearms at school may be expelled. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

Tobacco/Nicotine Free School Environment

(CRCS Policy 803)

No student, staff member, or school visitor is permitted to use or display any tobacco/nicotine products, including the use of look-alikes where the original would include tobacco or nicotine at any time in any building, facility, or vehicle owned, maintained, leased, rented or chartered by the District; on any school grounds or property owned, maintained, leased, rented or chartered by the District, including athletic fields, sidewalks and parking lots; or at any school-sponsored or school-related event on-campus or off-campus. In addition, no student is permitted to possess a tobacco/nicotine product, including the use of look-alikes where the original would include tobacco/nicotine.

Students who willfully violate the policy will be disciplined in accordance with Board policy. Visitors attending school functions will be asked by staff members in authority to refrain from using or displaying tobacco/nicotine products. Visitors who refuse such a request will be asked to leave the grounds and property.

Weapons

(CRCS Policy 608)

Firearms, other weapons, other dangerous objects, and look-a-likes are prohibited on District property and at school sponsored activities. The Board of Education believes firearms and other weapons on District property or at school sponsored activities cause material and substantial disruption to the school environment, and present a threat to the health and safety of students, employees and visitors.

Any object which could be used to injure or threaten another person and which has no school-related purpose may be considered a weapon. This includes specifically, but is not limited to, firearms of all types, knives of all types, fireworks, metal pipes, metal knuckles, and explosives. The term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. An object that serves as a facsimile of a weapon may be considered a weapon in the enforcement of this policy. An object that has a school-related purpose but is used to

threaten or inflict injury may also be considered a weapon.

Weapons shall be confiscated from persons who bring them onto District property or to school sponsored activities. The parents/guardians of a student shall be notified if a student is found in possession of a weapon, or is responsible for bringing a weapon, onto District property or to school sponsored activities. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials. The student will be subject to disciplinary action including suspension or expulsion.

A student bringing a firearm onto school district property or to a school sponsored activity, or knowingly possessing a firearm on school district property or at a school sponsored activity shall be expelled for not less than one year and the student will be referred to law enforcement authorities; . However, the Superintendent shall have the authority to recommend this expulsion requirement be modified on a case-by-case basis.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons, or unloaded firearms, or other dangerous objects for educational purposes.

Physical Restraint of Students

(CRCS Regulation 604.7)

The Board of Education realizes that restraint and confinement/detention are, in some circumstances, appropriate as a means to maintaining a safe and orderly school environment. They also expect that such measures comply with the Iowa Administrative Code 281 – Chapter 103.

Use of Reasonable Force

Any staff member may, within the scope of his/her employment, use and apply such force as is reasonable and necessary for self defense, to protect the safety of another person, to restrain a student from self inflicted injury, to stop a fight between students, for the protection of property, to obtain possession of weapons or other dangerous objects upon the person or within the control of a student; and to use reasonable force in other circumstances as defined in 704.1 of the Code of Iowa.

Corporal Punishment

Corporal punishment is defined as the intentional physical punishment of a student. No employee shall inflict corporal punishment upon a student.

Procedural Due Process

(CRCS Regulation 603.4)

In cases where violations of statutes, regulations, or school rules require the disciplining of a student, the following elements of procedural due process shall be present: 1) the student shall have been provided with information regarding rules and regulations, either in written form or through verbal instruction, or the student should reasonably be aware that the behavior is a violation of school rules; 2) the student shall receive notice concerning the specific behaviors giving rise to any proposed penalty or disciplinary action; and 3) the student shall be offered an informal hearing permitting the student to give the student's version of the events to the decision-making authority.

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Suspension

(CRCS Regulation 604.3)

Students who continue to violate rules of conduct or whose presence is detrimental to the best interests of the school and/or other students may be suspended by the appropriate building administrator.

Expulsion

(CRCS Regulation 604.4)

A student may be expelled whenever the student's behavior materially or substantially interferes with the educational process, disrupting the ability of other students to profit from the education provided to them. A student may also be expelled for possession of a dangerous and/or look-alike weapon, possession and/or sale of a controlled substance or look-alike drugs, threats of violence, or extreme acts of violence. Bomb threats and other threats or acts of violence may be considered felonies punishable up to five years in prison and \$7,500 in fines. Students involved in these acts will be prosecuted to the full extent of the law.

Co-Curricular Activities Eligibility

(CRCS Policy 410)

The Cedar Rapids Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Co-curricular activities provide the benefits of promoting additional interests and abilities in the students during their school years and for a lifetime. Participation in school activities is a privilege. Students who participate in co-curricular activities serve as ambassadors of the school/district 365 days a year, 24 hours a day, both away from school and at school. Students who wish to have the privilege of participating in co-curricular activities must conduct themselves in accordance with Board policy and must refrain from activities that are illegal, immoral, or unhealthy at all times.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal/designee shall keep records of violations of the co-curricular activities eligibility requirements.

Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship in the identified area of disability if the student is making adequate progress as determined by the goals and objectives on the student's IEP or accommodation plan.

Student Eligibility for Co-Curricular Activities

To retain eligibility for participation in the Cedar Rapids Community School District co-curricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

The following are violations of the Good Conduct Rule:

- possession, use, or purchase of tobacco products, regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath, (this includes "near beer" labeled non-alcoholic beer);

- possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- inappropriate or offensive conduct including but not limited to fighting, insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others.

Student Expression and Appearance

(CRCS Regulation 603.1)

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression will not, in the judgment of the administration, encourage the breaking of laws, defame others, be obscene or indecent, or cause a material and substantial disruption to the educational program. Further, the expression must be done in a reasonable time, place, and manner that are not disruptive to the orderly and efficient operation of the school district. Students shall be permitted to distribute materials in designated areas before and after school and during the lunch period, as long as it does not create a disturbance, disrupt normal operations, or produce excess littering, and the material content does not violate reasonable standards of decency or advocate the violation of laws. Assemblages of students shall be allowed unless they are designed or may be reasonably expected to disrupt classes, interfere with school activities, or intrude upon the lives and rights of others. Materials concerning non-school events or activities shall be posted only with prior approval of the building principal.

The Board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors. Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting. The Board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place, and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications or be subject to disciplinary action. The wearing of gang-related attire or insignia by students shall be prohibited.

Official School Publications

(CRCS Regulation 609.1)

An official school publication is a curricular or co-curricular student publication or broadcast including, but not limited to, newspapers, yearbooks, literary magazines, television, radio, website, or cable television programs produced in curricular or co-curricular journalism or journalism-related activities under the sponsorship of the school

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district and distributed to the student body either free or for a fee. Each school determines its own production and distribution schedule.

Prior Restraint of Material Prepared for an Official School Publication (CRCSD Procedure 609.1a)

No student shall publish in an official school publication material which is obscene or vulgar, libelous, encourages students to commit unlawful acts or to violate school rules, causes material and substantial disruption of the orderly operation of the school, or infringes on the rights of others.

Safe and Responsible Use of Networked Technology Resources (Computers) (CRCSD Procedure 604.9a)

Users of district networked resources may not engage in activities that are illegal, utilize inappropriate language, engage in plagiarism or copyright infringement, or that jeopardize the security of the system.

Students will access the system for education purposes only.

Students will restrict their access to material deemed appropriate by staff and parents.

Students will use appropriate language and will be respectful of others.

Students will understand and respect license and copyright agreements.

Students will keep passwords and personal information confidential.

Access to network services will be given only to students who act in a considerate and responsible manner. Violations may result in a loss of access as well as other disciplinary or legal action.

Care of School Property (CRCSD Regulation 604.8)

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be disciplined in accordance with Board policy and/or required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials. The parents/legal guardians of minor students may be assessed the cost for damage to school property. Also, they may be required to reimburse the District for the replacement costs of lost equipment or materials furnished by the school.

School Fees

The Cedar Rapids Community School District charges fees for certain items, such as consumable materials, summer school, driver education, musical instrument rental. Students whose families meet the income guidelines for free and reduced price meals, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Parents/guardians or students who may qualify should contact their school office. This waiver does not carry over from year to year; it must be applied for annually.

To be considered for reduced or waived school fees you must complete the Waiver Benefit section on the Application for Free and Reduced Price School Meals.

Student Fee Waiver

Students whose families meet the income guidelines for free and reduced price meals, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Parents/guardians or students who may qualify should contact their school office. This waiver does not carry over from year to year. It must be applied for annually.

Gifts to School Personnel (CRCSD Regulation 1002.6)

No Board member, employee, or immediate family member of a Board member or employee, shall accept a gift of more than three dollars (\$3.00) in value in any one calendar day, and falling within the statutory definition of gift as it relates to public employees and officials. This regulation applies only to "restricted donors" as defined by the Code of Iowa §§ 68B.2

Emergency School Closing and Early Dismissal

Schools will be open and will remain open until the end of the regular school day whenever possible. However, in case of severe weather or other emergencies, the decision may be made to close schools for the day, delay the start of the school day, or dismiss early. An announcement will be made by local radio and television stations and broadcast frequently. In addition, cancellations will be posted on the district website at www.cr.k12.ia.us. Families may also sign up for electronic notification of emergency closings by going to the district website and clicking on "News" then "Cancellations" and then the appropriate building. Remember that these announcements pertain to one day only. If there is no announcement, school will be operating as usual. Please discuss with your family what to do BEFORE such an emergency occurs.

School officials will try to determine by 10:00 A.M. if conditions call for closing the schools or altering the bus schedule that day. If severe weather conditions develop, or another emergency occurs during the day, the decision is made by 10:00 A.M. whether or not to dismiss classes early. Dismissal schedules will be announced. In the event of an emergency closing the district will determine whether lunch will be served.

Reserved Time for Non-school Student Activities (CRCSD Regulation 607.1)

Wednesday evenings and Sundays are reserved for non-school-sponsored student activities. On Wednesdays, no public school-sponsored activity shall detain elementary students after 4:30 P.M., middle school students after 5:45 PM and high school students after 7:00 PM. The building principal and appropriate executive administrator of elementary and secondary education respectively must approve exceptions at least 48 hours in advance.

Post-Secondary Enrollment Options

Students in grades 11-12 who have exhausted the courses available in the District Program of Studies may take courses offered during the regular school year by community colleges, private colleges, or state universities. Courses that are successfully completed

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may apply toward graduation requirements and the District may pay up to \$250 of the cost of a course. Students interested in participating in this program should contact their school counselor. The school district does not pay for the cost of summer school courses. However, summer school courses are eligible for course credit.

Annual Notice Regarding Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of receipt of the request

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believe are inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff, law enforcement unit personnel and certain volunteers); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to inform the District that the parent or eligible student does not want the District's designated directory information, as defined below, to be released to the public.

To object to the designation and release of certain student records as directory information, the parent or eligible student must notify the principal in writing, prior to September 1 of each school year (or two weeks from the date of enrollment in the District

if such enrollment occurs after September 1), of the information not to be released. This object on the release of directory information must be renewed annually. THIS FORM MAY BE PICKED UP IN THE SCHOOL'S MAIN OFFICE

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Cedar Rapids Community School District does not declare any information pertaining to elementary school students as directory information, but has designated the following student information as directory information for middle and high school students: Student name, parent name, address, telephone number, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and distinguished academic performance or public service.

In addition, two federal laws require local school districts receiving assistance under the Elementary and Secondary Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents or eligible students have advised the school district that they do not want their student's information disclosed to military recruiters without their prior written consent annually.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-8520 or visit their web site at: <http://www.ed.gov/offices/OII/fpco/> for more information.

(6) The District may share information contained in a student's record with officials of the juvenile justice system if such information will assist in their ability to serve the student.

(7) The District has contracted with Kirkwood Community College, Cedar Rapids, Iowa, to provide driver education instruction for high school students. Information relating to eligibility for full or partial waivers of school fees will be released to Kirkwood for students taking driver education during the school year. If a parent wishes to opt out of this disclosure, the parent will be expected to pay 100 percent of the cost of the driver education course.

Release of Student Directory-Type Information

(CRCSD Regulation 1001.4)

Information designated by District Regulation 606.2 as student directory-type information is considered to be public record, open to public inspection as outlined in Chapter 22, Code of Iowa.

Notice shall be published yearly stipulating that such student directory-type information will be released upon request. If the parent, guardian, or majority-age student objects to such release, a written statement to such effect shall be filed with the student's school within three weeks of the first publication of the notice. (See Regulation 606.2)

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U.S. Code 20, Section 1232g
P.L. 93-380 as amended
Code of Iowa: Chapter 22

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
 - Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the education curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Cedar Rapids Community School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and

surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
 2. Administration of any protected information survey not funded in whole or in part by ED.
 3. Any non-emergency, invasive physical examination or screening as described above.
- Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, and 400 Maryland Avenue, SW, Washington, D.C. 20202-8520

No Child Left Behind Legislation

The “No Child Left Behind Act” (NCLB), 2001 grants parents the right to know the professional qualifications of their student’s classroom teachers. It is the right of a parent to ask for the following information about each of the child’s classroom teachers:

- Teacher state qualifications and licensing criteria for subject areas and grade level
- College major, degrees, and certifications held by teacher and are of discipline.
- Information about teachers who are teaching with conditional licenses.

If you would like to receive information regarding your child’s teacher, please contact your child’s school administrator. In addition, parents have the right to:

- Information on student’s performance level on state assessments
- Timely notice of four or more weeks regarding teaching by teacher not fully qualified
- Qualifications of paraprofessionals who provides services to students

Student Support Services

Additional support services are available to assist teachers when concerns arise with students. These services include building staff (special education teacher, counselor, nurse, health secretary, etc.) and Grant Wood Area Education Agency staff (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators, and others.) Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students by teacher or parent request through the counselor at the student’s school.

Open Enrollment

(CRCSD Regulation 602.6, Procedure 602.6a)

Parents/guardians making use of the open enrollment option to request enrollment of their children in another public school district in the State of Iowa should be aware of the following deadlines:

March 1, 2015, is the last date for open enrollment requests for first through twelfth grade for the 2015-16 school year.

September 1, 2014 is the last date for open enrollment requests for kindergarten for 2014-2015 school year.

All requests filed after these dates must meet the “good cause” definition as stated on the application.

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Transportation shall NOT be provided to students who enter the District under the Open Enrollment Law of 1989 as amended, unless such transportation is required by law. The District has the right to assign an open enrolled student to a particular school. Parents should be aware that open enrollment may result in the loss of high school athletic eligibility. Forms may be obtained by calling 558-2414.

Complete information is available on line from the Iowa Department of Education; <https://www.educateiowa.gov/pk-12/options-educational-choice/open-enrollment>

In-District Permits

(CRCSD Procedures 602.4a and 602.4b)

Students in the general education program requesting to attend a school outside of the attendance area in which the student resides shall make that request in writing to the Office of Learning and Leadership on a permit request form. Each request shall be reviewed and acted upon by the appropriate Executive Administrator of Elementary or Secondary Education on the basis of space availability, individual circumstances, and district policy. The receiving principal and the sending principal shall be consulted to determine the feasibility of the request. If a request for a permit is denied and not satisfactorily resolved an appeal may be made to the Associate Superintendent in the Office of Learning and Leadership, whose decision on the matter shall be final.

Permits are subject to administrative revocation for reasonable cause by mutual agreement of the principals involved and the appropriate Executive Administrator.

Parents shall be responsible for the transportation of students not attending their resident attendance area school.

Competent Private Instruction Independent Private Instruction Home School Assistance Program

The parent, legal guardian, or legal custodian of any child who has reached the age of 6 and has not yet turned 16 by September 15 of the current school year, and is not enrolled in either a public school or an accredited nonpublic school, must file the Competent Private Instruction (CPI) form annually. The form is due to the resident district by the first day of classes of the public school or 14 calendar days after removal from an accredited school or moving into the District. Evidence that the child has had the immunizations required by law must be provided at the time the child is first placed under competent private instruction. All required information must be provided or the application will be invalid and students will be counted absent/truant if they are not currently attending a public or an accredited nonpublic school.

The Home School Assistance Program offers home-schooling parents/guardians teacher-assisted services and resources. For information, contact the Home School Assistance Office at 558-2088.

The deadline for dual enrollment and/or Home School Assistance Program (if space is available) is September 15 or within 14 calendar days after moving to the district, or within 14 calendar days after removing the child from school. Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and

are disciplined in the same manner as other students.

The District shall refer a child who may be in need of special education to the area education agency division of special education. (CRCSD 602.2a) CPI forms may be obtained by calling 558-2414.

Independent Private Instruction is also an option.

Complete information is available on line from the Iowa Department of Education; <https://www.educateiowa.gov/pk-12/options-educational-choice/competent-private-instruction-home-schooling>

STUDENT HEALTH AND WELL-BEING

Student Illness or Injury during the School Day

Students are sent to the clinic if they are injured or appear ill. An attempt will be made to understand the student's complaint. This may include asking the student some questions about how he/she feels, taking a temperature, making observations, talking to the teacher, and contacting the school nurse. If a student has a temperature of 100° F. or higher, the parent/guardian will be called and the student will be sent home. Temperature is not the only symptom that influences the decision to send the student home; general appearance and functioning are important factors. After a period of observation a decision will be made to do one of the following: (1) Attempt to notify the parent/guardian; (2) Allow the student to rest in the health office for a brief period. The student is to be fever-free without fever reducing medication before returning to school. Parents will also be notified of injuries that appear to require medical attention.

Communicable Diseases

(CRCSD Procedure 605.3c)

Students with communicable disease will be allowed to attend school as long as their attendance does not create a substantial risk of illness or transmission to the students or staff. The term "communicable disease" will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law. Parents should be advised to notify the school whenever their child has a communicable disease. Health data of students is confidential.

A student will be excluded from school when the student's condition has been determined to create a health risk to others in the school district environment or when the student is too ill to attend school. Such determination shall be made on a case-by-case basis by the student's physician, appropriate school staff members, and/or the District's medical consultant. The State Department of Public Health and/or the Linn County Health Department also may be consulted.

Provision of Emergency Care

(CRCSD Procedure 605.3a)

School personnel trained in first aid/emergency care techniques may give emergency care or first aid to sick or injured students, staff, or visitors whenever these individuals are on school premises or under school supervision. For severe or life threatening injuries and illnesses, the Emergency Medical System (911) shall be activated and the individuals transferred to an appropriate source of medical care as rapidly as possible.

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Annually, parents are requested to provide emergency information, including the phone numbers of parent/guardian and alternative numbers to call in case of injury or illness at school. Parents must notify the school if the information changes during the school year.

Administration of Medication Policy

Prescription Medication. Only medication prescribed by a legal prescriber shall be administered during the time the student is at school. The parent/guardian shall provide written authorization and instructions. The medication (in original container) must be kept in the school health office unless the school nurse authorizes otherwise.

Over-the-Counter Medication. A legal prescriber's signature is also required on the District's medication permission form before any over-the-counter medications or natural remedies and supplements, will be given to middle and high school students, in accordance with Health Services protocols for common complaints of pain, may have limited, over-the-counter medication with written parental consent. Students who have demonstrated competence in administering their own medications may self-administer their medication with approval of the parent/guardian and of the school nurse. By law, students with asthma or other airway constricting diseases may self-administer their medication with approval of their parents and prescribing physician regardless of competency.

A Legal Prescriber can be a physician, dentist, podiatrist, licensed physician assistant or advanced registered nurse practitioner.

Permission forms are available in each school health office or on the District's website under the Student Services/Health Services page.

Immunizations

(CRCSO Regulation 602.1)

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations. Students may be admitted temporarily to the school if they have completed provisional requirements. Only for specific medical or religious purposes are students exempted from the immunization requirements.

Health Screenings – Hearing, Dental, and BMI

Hearing Screening: Grant Wood Area Education Agency (GWAEA) screens all students in Alternative Kindergarten (AK), kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEP's will be screened. Students in grades 3, 4, middle, and high school, who are new to the school and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parent/guardians not wishing their child's hearing tested should notify the health office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing should contact the school nurse.

Dental Screening: St. Luke's Dental Health Center and HACAP partner to offer dental screenings to all Early Learning Programs, AK, kindergarten, grades 2 and 5, all students in

elementary special education and elementary ELL programs, as well as others in selected grades. In addition to dental screenings, fluoride varnish application and dental sealants are offered to children enrolled in qualifying schools. Children will be bringing home a consent form to be completed by the parent/guardian to approve these dental services. Iowa law requires that any student entering kindergarten and ninth grade provide a valid Iowa Department of Public Health Certificate of Dental. *(This form is available from your school nurse, dentist, or on the CRCSO Web site in the Student Services/Health Services section.)* The goal of this legislation is for each student to receive the benefit of early and regular dental care including prevention, and to establish a dental home for children who may not have one. It is also an opportunity to provide outreach to those families who have trouble accessing care. To ensure that these dental screenings are obtained, St. Luke's Dental Health Center/HACAP dental hygienists also provides screening for 8th grade students during the year. **If you do not want your child screened for dental health please notify the health office in writing at the beginning of the year.**

BMI Screening: District health and/or PE staff members will screen height and weight of kindergarten and 5th grade students. Results will be sent home with each child. If you do not wish your child to be screened, you must notify the school health office. If your child had a physical for this school year, we may use that height and weight data to calculate your child's BMI.

Metro Care Connection

Metro Care Connection is the Cedar Rapids Community School District's expanded school-based health centers. The program focuses on removing barriers to learning for youth and strives to meet diverse student needs, improve well-being, increase student attendance and achievement, and ensure connectedness. Services include health care, mental health counseling and substance abuse counseling. To learn more about these services or access the services please call 558-2481, talk to your school nurse or go to the CR schools website.

Physical Examinations

Physical examinations are recommended for students entering kindergarten and grades 3, 6, 9, and 11. Forms are available in the health office, on the CRCSO Website, or from your health care provider. Yearly physical exams are required for participation in athletics. Failure to provide proof of a physical examination will make the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport or the school nurse. In addition, Metro Care Connection offers health care and service to students by Pediatric Nurse Practitioners at no cost to uninsured or underinsured families. To schedule a physical with Metro Care Connection please call 558-2481.

Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. Our school district facilities have been inspected by a certified asbestos inspector

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as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the main office of each school.

HAWK-I Insurance

Parents/guardians can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children under age 19, who meet certain criteria, are eligible. The coverage includes doctor visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy, hospital services, mental health and substance abuse care, to name a few. Applications are available in each school health office. Parents/guardians are urged to call 1-800-257-8563, go to the web site www.hawk-i.org, or contact the Linn County Outreach Specialist at 319-739-1510 for more information.

Head Lice

The Cedar Rapids Community School District would like to assist its families in dealing with head lice by emphasizing prevention, early detection and education. This plan does not keep students out of school for lice but emphasizes family and community education and assistance.

Students with signs and symptoms of head lice will be referred to the health office for evaluation. Parents/guardians of students, found to have live lice or nits (eggs) within ½ inch of the scalp, will be notified and provided with information regarding treatment and management. In the elementary schools, families with a child in the classroom will be notified by a note from the health office along with information regarding identification and management of head lice.

It is important that families check their child's head for lice on a routine basis. This home screening is the most effective measure in preventing, identifying, and controlling head lice.

WELLNESS POLICY

Policy 610

The Cedar Rapids Community School District supports a healthy environment in which students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health, academic achievement and quality of life of students. The District:

Will provide nutrition education and engage in nutrition promotion.

Will develop a wellness approach to physical activities that meet applicable federal and state guidelines.

Promotes activities and policies that support staff members' efforts to maintain a healthy lifestyle.

Supports parents' efforts to provide a healthy diet and daily physical activity for their children.

Will base menus on Dietary Guidelines for Americans, National School Lunch and Breakfast meal pattern requirements, and the Recommended Dietary Allowances.

Recommends that foods and beverages offered on campus and for school activities meet applicable federal and state guidelines.

The "Wellness Policy Committee" will plan for, monitor, and evaluate the implementation of *wellness* initiatives as guided by the Board Policy and Procedures and inform and update the public about the content and implementation of the policy.

Social, Emotional, Behavioral Screening

Social, Emotional, Behavioral (SEB) Screening: Students in grades 3, 5 and 7 will be screened to assess social, emotional, and behavioral well-being. The purpose of the screening is to identify areas where students may need some additional support. Follow up screening and parent communication may occur if the results indicate the need for further attention. Parent/guardians not wishing their child(ren) to be screened should notify the school by signing the active refusal form sent home prior to screening. Parents/guardians with concerns about their child's mental health should contact the counseling or health office.

Notice: Chapter 103 Iowa Administrative code – Corporal Punishment, Restrain, and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parents.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: www.iowa.gov/educate.



**Cedar Rapids
Community School District**

Excellence for All

Non-Discrimination Policy

It is the policy of the Cedar Rapids Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (employment only), marital status, sexual orientation, gender identity, and socioeconomic status (students/program only) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. District employees with questions or a grievance related to this policy should contact Jill Cirivello, Director of Human Resources, 319-558-2421; jcirivello@cr.k12.ia.us. Students and others should contact Ken Morris, Manager of Student Equity, 319-558-1504; kmorris@cr.k12.ia.us. The District mailing address is 2500 Edgewood Rd NW, Cedar Rapids, IA 52405-1015.